

Document No. 5

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CLASS. GRANTED TO: TS S C

DATE: 4 Apr 77

Auth: DDA PERS 77/1175

3 December 1958

Date: 13 MAR 1978

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Report #48
Assessment and Evaluation Staff
26 November-2 December 1958

1. [] is monitoring parts of the S&T Course and working with the chief instructor in completing preparation of the student problems.
2. [] is working with the SIC Staff in organizing all evaluation materials on each JOT and making preparations for final training evaluation reports. An impressive amount of evaluation and observation material has been gathered in this course on each JOT. This material is itemized in Attachment A.
3. Forms and procedures have been developed for instructor end-of-course ratings on JOT's in respect to the following characteristics: desirability as a subordinate, supervisory potential, Agency career tenure, DD/I potential, DD/S potential, and DD/P potential. SIC instructors are making these ratings, and it is anticipated that instructors in succeeding courses will also make them.
4. While [] is serving on the faculty of "The American Outlook" Course, [] is carrying out the functions of C/TEB.
5. Our new IBM Type 602-A Calculating Punch has been installed and checked out.

[]
Assessment and Evaluation Staff

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ATTACHMENT A

Evaluation and Observation Materials on Each JOT Completing
the "Survey of International Communism" Course

Scoring and Comments Sheet for Test I: two independent judgments
for question 1, one judgment each for questions 2 and 3.

Scoring and Comments Sheet for Test II: two independent judgments
for question 1, one judgment for question 2.

Scoring and Comments Sheet for Test III: two independent judgments
for question 1, one judgment for question 2.

Organizational Problem: two independent scoring sheets; instructor
comments.

Front Problem: instructor comments.

Project Report: evaluative comments on oral report; evaluative
comments on written report.

Instructor Observation Reports: one or two for most students.

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